

**INSTRUCTIONS:** Please fill out one Car Seat Checklist for each vehicle. Fill in boxes with capital letters only, like this: 

1	2	M	A	P	L	E	S	T
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 Fill in check mark ovals like this: ☒ Not like this: ☐

Driver's First Name										Driver's Last Name													
Address																							
City												State		ZIP									
Telephone Number						E-mail Address																	
Vehicle Make/Manufacturer										Vehicle Model										Vehicle Year			
(e.g., Chevy, Pontiac, Nissan, Honda, etc.)										(e.g., Silverado, Grand Am, Altima, Civic, Seville, Dakota, Malibu, Blazer, etc.)													
How did you hear about this event? <input type="radio"/> Flier <input type="radio"/> Web <input type="radio"/> Newspaper <input type="radio"/> Other <input type="radio"/> TV <input type="radio"/> Radio <input type="radio"/> Friend/relative <input type="radio"/> Drove by event																							
May we add you to our mailing list? <input type="radio"/> Yes <input type="radio"/> No																							
I would like to make a contribution to my Safe Kids coalition. <input type="radio"/> Yes <input type="radio"/> No																							
Signature												Date (month-day-year)											

Child's First Name	

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Official Use Only – see Guide Below

Child's First Name

Describe how child arrived:

1. Child's age

YearsMonths

2. Child present?

Yes

No

NA

3. Expectant mom?

Yes

No

4. Child's DOB--

5. Wt:Ht (in inches):

6. CSS involved in crash?

Yes

No

NA

Seat history known?

Yes

No

NA

7. Child location in vehicle:

Front Row

Back Row

Optional Rear Row in wagons, vans, etc.

X to indicate arrival location; M for new location

8. Airbag near child?

Yes

No

9. CSS type (key on other side):

IO

FF/harness

L/S belt

IO Base

BPB

Special needs

RF CONV

Lap belt

None

Other

10. CSS: correct direction?

Yes

No

11. Harness: correct?

Yes

No

NA

12. Harness: passes pinch test?

Yes

No

NA

13. Seat belt: correctly routed?

Yes

No

NA

14. Seat belt: locked/tight/correct?

Yes

No

NA

15. LATCH: correct?

Yes

No

NA

16. Tether: correct?

Yes

No

NA

17. CSS Make/Mfg:

18. CSS Model Number:

19. CSS Mfg Date (mm-dd-yyyy):--

20. Labels missing?

Yes

No

21. Recall?

Yes

No

22. Replace CSS at event?

Yes

No

23. CSS checked before?

Yes

No

24. If Yes, how many times?

1

2

3

4

Replacement CSS

25. CSS Make/Mfg:

26. CSS Model Number:

27. CSS Mfg Date (mm-dd-yyyy):--

Warranty Card sent?

Yes

No

28. Parent installed CSS?

Yes

No

29. Parent adjusted harness and SB/LATCH?

Yes

No

30. Parent initials

31. Senior Checker initials

32. Tech initials

33. Tech cert. #

Must Be Completed – Check All That Apply

No misuse observed

CSS provided by coalition

Recall information provided

Education materials provided

All corrections made

CSS arrived uninstalled

Not all corrections made (explain in comments)

Voucher given

Child arrived w/o CSS

Recommended a new CSS

Contribution collected (note amount and check # in comments)

Comments:

Key to CSS Type

IO = Infant only  
IO Base = Infant only with base  
RF CONV = Rear-facing convertible  
FF/harness = Forward-facing with harness  
BPB = Belt-positioning booster  
L/S belt = Lap/shoulder belt

Resources

Safe Kids Worldwide and Safe Kids Certification – <http://www.safekids.org>  
CPS Board – [www.cpsboard.org](http://www.cpsboard.org)  
NHTSA hotline, 888-327-4236, 8 a.m. to 10 p.m. ET, Monday-Friday – [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)  
Children's Hospital of Philadelphia – [www.chop.edu/trauma](http://www.chop.edu/trauma)  
Latest edition LATCH Manual – [www.saferidenews.com](http://www.saferidenews.com)

Quick Reference Guide

Direction	Infants less than 1 year and 20 pounds must ride semi-reclined in a rear-facing position to protect the spine and neck. It is recommended that infants and toddlers ride rear-facing in a convertible infant/toddler seat up to 35 pounds or the maximum weight specified by the manufacturer.
Location	All children under age 13 should ride in the back seat. If a forward-facing child must ride in the front seat, then the child with the most upper body protection should be selected to sit there. Move the vehicle seat back as far away from the airbag as possible. If the vehicle has side airbags or curtains, check the vehicle owner's manual and child restraint manual for instructions. For older children sitting in safety belts next to side airbags, remind them to sit straight up and avoid resting their heads on a window or structural pillar of the vehicle.
Harness	Infant seat harness straps should pass through the slots at or below the rear-facing baby's shoulders. Toddler seat harness straps should pass through the slots at or above the forward-facing toddler's shoulders. Read seat instructions. A toddler is too large for a harness when the shoulders are above the top harness slots, regardless of weight. Harness straps must lay flat on the chest and over the hips. Harness straps must pass the "pinch" test: when the buckled straps are pinched at the shoulder, there should be no slack or extra webbing. The harness retainer clip must sit at the child's armpit level, and the straps must be threaded properly through the clip.
Belt-Positioning Booster Seats	Boosters are used only with lap/shoulder safety belts. Special products, such as vests and Y harnesses used with a booster base, must be used according to manufacturer's instructions and the vehicle owner's manual.
Installation	Never install a rear-facing car seat in front of an airbag that cannot be turned off. Newer "smart" airbags may automatically deactivate, but follow vehicle manufacturer's instructions completely. Safety belts must pass through the car seat exactly where the manufacturer directs. The car seat must not move more than 1 inch side to side or front to back when grasped at the belt path. Use the tether as directed by the manufacturer and the vehicle owner's manual. LATCH anchors are used only if both the vehicle and the car seat are equipped. Check vehicle manufacturer's manual to identify designated LATCH and tether locations. Follow manufacturer's instructions. Tethers are never attached to the lower anchor bars. Use tethers on rear-facing car seats only if the manufacturer so directs. Vehicles made after 1996 should meet federal lockability requirements; no locking clip should be needed. Test vehicle safety belts by buckling the safety belt and pulling slightly upward on the lap belt. Tethers may be used in some vehicles to under 48 pounds and in others to 60 pounds. Older children who ride in harnessed seats will require special arrangements.
Child Ready for Safety Belt	With the child's back and bottom against vehicle seat back, the knees should bend naturally at vehicle seat edge. When the safety belt is buckled, the lap belt fits low on the hips, and the shoulder belt rests between neck and shoulder on the collarbone. The shoulder belt is never placed under the arm or behind the back. Optimally, the child's feet should touch the floor.

This list is not exhaustive and should not be relied upon in place of the NHTSA 32-hour standardized curriculum.

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